DEPARTMENT OF DEFENSE
DEFENSE HUMAN RESOURCES ACTIVITY
DEFENSE MANPOWER DATA CENTER
4800 MARK CENTER DRIVE, SUITE 04E25-01
ALEXANDRIA, VA 22350-6000

April 26, 2017

Subject: DMDC Architecture Review Board Charter

References: Refer to Enclosure 1

1. <u>PURPOSE</u>:

   1.1. The purpose of this charter is to establish the functions, membership, responsibilities and procedures for the Defense Manpower Data Center (DMDC) Architecture Review Board (ARB).

   1.2. The ARB is a subordinate entity under the DMDC Chief Information Officer (CIO) with the DMDC divisions represented in its membership. It is DMDC's primary governance forum that ensures compliance with DMDC architecture standards and advises the CIO and DMDC Management Advisory Group (DMAG) on application/system development strategic direction.

   1.3. The ARB is empowered by the DMDC Director to establish architecture standards in order to provide guidance concerning the development of applications, systems and services within DMDC. The approval authority for these standards is the CIO or Director of DMDC, as appropriate.

2. <u>APPLICABILITY</u>: This Charter applies to all DMDC activities.

3. <u>FUNCTIONS</u>:

   3.1. The Architecture Review Board guides DMDC application/system development efforts by translating CIO strategic objectives that have been aligned to the DMDC strategic plan into actionable technical guidance.

   3.2. Review, evaluate, and approve project architectural artifacts for DMDC enterprise architectural compliance. DMDC architectural artifacts are described in Enclosure 2.

   3.3. Ensure that current enterprise processes, methodologies, controls and governance are applied appropriately in all projects throughout the System/Software Development Life Cycle.

   3.4. Coordinate with appropriate governance bodies or working groups, e.g. Common Update Framework (CUF) Review Board, Data Governance, IT Ops, to ensure acquired technical solutions and processes conform to DMDC enterprise engineering standards.

3.5.   The ARB will govern and assess DMDC-wide technologies by assigning assessments to a Technical Assessment Group for evaluation and recommendations

3.6.   Guide authoritative enterprise technology registries to support technology registration and discovery, e.g. Deployable Technology Lists (DTLs).

3.7.   Ensure DMDC-wide Information Enterprise (IE) technologies conform to and comply with the DoD Enterprise Architecture (EA), DoD IE Architecture, and all mission area IT standards.

3.8.   Oversee the development, coordination, and compliance assessment of DMDC-wide technologies and supporting engineering documentation.

3.9.   Establish enterprise alignment and engineering criteria and processes for assessment of DoD-wide IE technologies and supporting engineering documentation.

3.10. Conduct enterprise alignment and engineering assessments of DMDC- wide IE technologies and supporting engineering documentation.

3.11. Establish criteria, processes, and subordinate governance entities (e.g. configuration management (CM)/change control board (CCB)) to perform configuration management of designated technology configuration items.

3.12. Establish compliance criteria for DMDC technology alignment with the Joint Information Environment (JIE) and the DoD IE.

4.   ROLES AND RESPONSIBILITIES:

4.1. Each division shall designate one primary ARB member and it is recommended that each division supply at least one knowledgeable backup representative. Each division is to be represented by one person at each meeting.

Role	Owner	Responsibility
Chair	DMDC Architecture Division Director	Provides strategic guidance and oversight to the ARB. Coordinates with DMDC senior leadership regarding ARB concerns when required. Guides the effective implementation and management of the ARB.
ARB Facilitator	Selected and approved by the DMDC Architecture Division Director	Prepares the agenda, minutes, and other documents reflecting the recommendations and decisions of the Chair and membership. Schedules and coordinates the logistics (presenters, spaces, systems access, and necessary actions) for ARB meetings. Manages ARB calendar and communication with ARB members.
ARB Document Manager	Selected and approved by the DMDC Architecture	Reviews project submissions for architectural accuracy. Updates and maintains the architecture

Role	Owner	Responsibility
	Division Director	products in the DMDC architecture tool at all stages of review.
ARB Technical Advisory Group (TAG) Lead	Selected and approved by the DMDC Architecture Division Director	Facilitate TAG communications and prepare and distribute timely summaries of TAG meetings. Coordinate and prepare all necessary documentation. Monitor and track actions assigned by the ARB Chair.
Division Representative Member	Selected and approved by DMDC Division Directors	Participates in meetings as an empowered and informed representative of their respective divisions. Reviews project submissions for architectural accuracy. Provides instruction to PM/ Developers. Shares insight from the technical advisor/SME perspective.
Project Manager (PM and/or Developer)	Project Managers (or their representative) are required to present their project to the ARB	Presents projects to the ARB and responds to inquiries related to the project. Prepares the appropriate documents according to ARB guidelines and SOP (see Appendix I and II). Incorporates ARB guidance into the development approach and associated documentation. Schedules ARB visits in accordance with the meeting procedures.
Subject Matter Expert (SME)	DMDC Architecture Division Director or Other Division Director	Shares insight from the technical advisor/SME perspective.

5. <u>PROCEDURES:</u> Refer to Enclosure 2.

6. <u>EFFECTIVE DATE</u>: This policy shall take effect immediately.

(b) (6)

<u>ENCLOSURES:</u>

Enclosure 1 – References
Enclosure 2 – Required Architecture Artifacts
Enclosure 3 – Procedures